

Michigan Humanities

Job Description

POSITION TITLE:	Programs and Communications Coordinator
REPORTS TO:	President/CEO
STATUS:	Non-Exempt /19 hours per week / At Will. Employee benefits include pro-rated paid time off (PTO), and opportunities for professional development.

SUMMARY:

The Programs and Communications Coordinator reports to the President/CEO. This position assists with the daily and cyclical needs of Michigan Humanities' grants and programs, and helps to coordinate the organization's external communications. The ideal candidate will have strong organization and problem-solving skills, excellent written and verbal communication, and experience with Microsoft Office.

Responsibilities

- Work within the database to complete data entry for programs and grants and use online tools to run reports, edit forms, and complete other necessary tasks.
- Assist with registration of program/grant partners.
- Research and outreach to potential partner organizations for the various programs/grants including libraries, K-12 schools, colleges/universities, museums, history and cultural communities.
- Provide support for the program officer with registration and the distribution of materials for the Poetry Out Loud program.
- Sort, package and mail materials for various programs/grants.
- Assist with brainstorming, creating, scheduling, and tracking content for Michigan Humanities and Poetry Out Loud Facebook pages.
- Manage Michigan Humanities monthly e-newsletter, including organizing and writing content, editing, and scheduling.
- Attend and provide assistance at events.
- Assist program and grant officers to schedule meetings, secure rooms, and distribute materials for the Programs and Grants Committee.
- Ability to lift up to 50 pounds.

Additional Duties

- Work with the President/CEO and other staff to support MH programs and events.
- Review and recommend improvements to policies, procedures, and software.
- Perform other duties and special assignments at the request of the President/CEO.

QUALIFICATIONS:

Minimum Requirements

- Bachelor's degree.
- Minimum 1-year work experience.
- Demonstrated proficiency with Microsoft Office software.
- Demonstrated written and oral communication skills.
- Demonstrated ability to work in a collaborative team environment.

WORKING CONDITIONS: Work is performed in an office environment. Flexible work schedule with some evening and weekend hours. Must have own transportation.

ACCOMODATION: MH has the right to modify the duties and functions of this job description based on the needs of the organization.

EVALUATION: This position will be reviewed annually by the President/CEO. A written performance appraisal will be provided, and the employee will be given an opportunity to address the MH board chair on performance-related issues at the time of the annual review if requested.

JOB DESCRIPTION REVIEW: This job description will be reviewed and updated, if necessary, during the employee's annual review.

FLSA: Non-Exempt Position

The above statements are intended to describe the general nature and level of work being performed by people in this job. The statements are not an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description may be changed and additional duties may be added or assigned from time to time.

The above description does not affect or diminish the at-will status of the employment relationship between Michigan Humanities and its employees.